

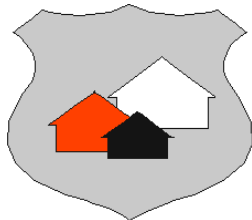
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# City of Granite City

# CRIME FREE



## Multi-Housing Program



**PROPERTY MANAGERS  
LAW ENFORCEMENT  
RESIDENTS**

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### **Notice of Disclaimer**

Certain Portions of this workbook contain descriptions of legal procedures. These descriptions are general summaries and are not intended to provide clear understanding of the law or legal process. The distribution of this manual is done with the expressed understanding that the Village of Schaumburg Police Department or their employees are not engaged in rendering legal services. **No part of this manual should be regarded as legal advice or considered as a replacement for the property owner or managers responsibility to become familiar with the laws and ordinances of the federal, state, and local governments.** You should also be aware that laws change and court rulings affect legal procedures. Thus, material in this manual could be rendered obsolete. Additionally this workbook contains samples policies and forms. They are provided only as an example and are not specifically endorsed or recommended for your specific rental situation. We urge you to seek the assistance of an experienced attorney to assist with your rental situations.

*Workbook Updated November, 2010*

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# ACKNOWLEDGEMENTS

The Crime Free Multi-Housing Program and Workbook were originally developed by Timothy L. Zehring, Mesa, AZ Police Department Crime Free Programs Supervisor. Technical assistance on the original workbook was provided by Lora Post, former Mesa crime Free Coordinator. As the Schaumburg Crime Free Multi-Housing Program took shape, Tim Zehring continuously provided enthusiasm, support and expertise. ***Thank You Tim***, for your continued dedication and drive to insure the success of Crime Free Programs nationwide.

This manual was adapted and revised for the City of Granite City, IL by Captain Mike Gagich of the Granite City Police Department. Sgt. John Nebl, Schaumburg Crime Free Multi-Housing Program Coordinator, is acknowledged for his professional commitment in organizing, formulating and implementing the CFMH Program.

Chief Richard Miller and Major Jeff Connor provided foresight and commitment to Community Policing and directed the ground-breaking for the Granite City Crime Free Multi-Housing Program.

Thanks are extended to Mayor Ed Hagnauer, City Attorney Brian Konzen and Elected Officials of the City of Granite City for supporting this program. Appreciation is owed to Tim Zehring of the Mesa Police Department and John Nebl of the Schaumburg Police Department for their technical assistance related to the development of Crime Free Multi Housing program.

For every other person who has contributed in any other way, **THANK YOU** for your support and participation in the Granite City Crime Free Multi-Housing Program.

This workbook is designed to provide accurate and authoritative information about subject matters addressed. It is offered as a community service for the sole purpose of reducing the likelihood of criminal activity in rental communities.

It is presented with the understanding that the City of Granite City and the Granite City Police Department are not engaged in rendering legal, accounting or other professional service, other than crime prevention education. **If legal advice or other expert assistance is required, the services of a competent professional person should be sought.**

# Overview

Rental properties present a unique challenge for law enforcement. The typical Block Watch approach to residents in single family homes is not easily adapted to rental communities. In single family homes, owners generally have a large cash investment in the purchase of their home. This motivates owners to have a greater concern about crime in their neighborhoods. With rising crime rates, come lower property values.

An owner of a single family home might also be looking at a long term of residency. Typically, homeowners have a thirty-year mortgage for their property. Home is where they come each day and perhaps, to raise a family. There tends to be a lot of pride and ownership of their property. When crime problems begin to appear, owners are very likely to organize Block Watch activities to protect the long-term interests of their families.

In rental properties, the communities tend to be much more transient. Often, residents sign a six-month, nine-month, or a twelve-month lease for a rental property. In many cases, owners don't even require leases, and residency is based on a month-to-month agreement. This allows for an occupant to move very easily if they feel crime has reached a level they will not tolerate. It is easier to move away from crime than to confront it.

The police have historically fought a losing battle utilizing the Block Watch or Neighborhood Watch programs in multi-family rental properties. In January of 1992, the Mesa Police Department was faced with a difficult decision. To no longer offer Block Watch training in rental properties, or to develop a new concept for crime prevention in the rental communities.

The result was the **CRIME FREE MULTI-HOUSING PROGRAM**. This bold, new program had no precedent. The program's concept was to take a multi-faceted approach to crime prevention. A unique coalition of police, property managers and residents of rental properties, the program was to be an on-going program with a three-phase approach to address all of the opportunities for crime in rental property.

The program was designed to include a certification process, never before offered by a police department. The incentives of police issued signs, certificates, and advertising privileges provided immediate interest in the program.

The development of the **Crime Free Lease Addendum** proved to be the backbone of the CRIME FREE MULTI-HOUSING PROGRAM. This addendum to the lease agreement lists specific criminal acts that, if committed on the property, will result in the immediate termination of the resident's lease.

The CRIME FREE MULTI-HOUSING PROGRAM achieved almost instant success. In rental properties with the highest crime rates, the immediate results showed up to a 90% reduction in police calls for service. Even in the best properties reductions of 15% to 20% were not uncommon.

The CRIME FREE MULTI-HOUSING PROGRAM began to spread nationally after the first year, and internationally after the second year. The CRIME FREE MULTI-HOUSING PROGRAM has been a success all across the United States and Canada.

# Summary

The CRIME FREE MULTI-HOUSING PROGRAM is successful because it approaches crime on many fronts. The police cannot solve crime problems alone. Neither can the management or residents of rental properties. But by working together, the end result has been the most successful approach to crimes in rental communities.

There are three (3) ways criminal activity comes into a rental community. The criminal lives there, they visit friends there, or they come to the property to commit crimes. The CRIME FREE MULTI-HOUSING PROGRAM addresses all three of these possibilities. By not renting to people with criminal intent, owners and property managers not only reduce the likelihood of crime in the community, they also reduce the number of visitors who come to the property with criminal intent, i.e., to purchase drugs.

To combat the opportunistic criminal, the use of C.P.T.E.D. (Crime Prevention Through Environmental Design) has been used to combat crimes that might occur in the parking lots or common areas. These include assaults, robberies, drive-by shootings, and auto thefts.

If the police, property managers and residents will make a dedicated effort to crime prevention and the CRIME FREE MULTI-HOUSING PROGRAM, the outlook for success is extremely high. Good luck as we begin this exciting endeavor to make our community a safer place to live and enjoy for many years to come.

Captain Mike Gagich  
Crime Free Multi-Housing Program Coordinator  
Granite City Police Department



# Granite City Crime Free Multi-Housing Program



TO: Property Managers

From: Captain Mike Gagich, CFMH Program Coordinator

## Adopting the Crime Free Multi-Housing Program

The Crime Free Multi-Housing Program (CFMHP) was originally developed in 1992 by Tim Zehring with the Mesa, AZ Police Department. The goal of the program was to reduce nuisance and criminal activity in rental properties. However, as you may be aware, owners of condominiums and other such multi-family housing units often rent them out. Situations like these often leave the board or managers with little control of the rented unit. The principals of the CFMHP can be easily adopted into your by-laws or rule and regulations. By doing that, you will set certain standards for the owners whom use their units as rentals to abide by. There will also be set penalties for non-compliance thereby allowing the board or management to regain control over all the units in your community.

Attached to this letter are samples from several condo or homeowners associations that have adopted the CFMHP. Please carefully review them to determine how you want to develop your adaptation. Discuss these with YOUR lawyer or an attorney experienced in condominium or homeowners association laws and matters. Adopt or develop the program concepts to suit your needs so that you and YOUR lawyer feel comfortable with them. This packet is solely to provide you with information on what others are using and IS NOT INTENDED as legal advice.

### Notice of Disclaimer

Certain portions of the Granite City CFMH workbook and/or this information packet contain descriptions of legal procedures. These descriptions are general summaries and are not intended to provide clear understanding of the legal process. The distribution of the manual and/or information packets is done with the expressed understanding that the City of Granite City, the Granite City Police Department, or their employees are not engaged in rendering legal services. No part of this manual or information packet should be regarded as legal advice or considered as a replacement for the landlord, manager, or owner's responsibility to become familiar with the laws and ordinances of the federal, state, and local governments. You should also be aware that laws change and court rulings affect legal procedures. Thus material in the manual and/or information packets could be rendered obsolete. We urge you to seek the assistance of a qualified and experienced attorney to assist with your rental situations.

# The Granite City Crime Free Multi-Housing Program



TO: Rental Property Owners and Managers

From: Captain Mike Gagich, CFMH Program Coordinator

Subject: **Residential Rental Ordinance**

The City of Granite City requires property owners to obtain a rental business license from the city if they own a single family dwelling or multi-family unit (condo, townhouse, etc.) and operate the property as rental (not owner occupied).

On December 31, 2006, the Granite City Council enacted an ordinance, #7948, to deal with crime and nuisance issues relative to rental property. Ordinance 8186 passed on March 16, 2010, amended Ordinance 7948. The intent of the ordinance is to improve the quality of life in neighborhoods by reducing crime and nuisance issues at rental properties. The ordinance is attached for your information and reference. Should you have any questions, please contact Captain Mike Gagich at 618-451-9760 ext 1145.

## ORDINANCE NO. 8186

AN ORDINANCE TO AMEND ORDINANCE 7948 TO REGULATE  
BUSINESS LICENSES FOR LESSORS OF RESIDENTIAL UNITS, AND  
TO CALL FOR REVOCATION OF LESSORS' BUSINESS LICENSES.

ORDINANCE 8186  
AN ORDINANCE TO AMEND ORDINANCE 7948. TO REGULATE BUSINESS  
LICENSES FOR LESSORS OF RESIDENTIAL UNITS, AND TO CALL FOR  
REVOCATION OF LESSORS' BUSINESS LICENSES, WHERE THE LESSOR  
PERMITS THE LEASED PREMISES TO HARBOR CRIMINAL ACTIVITY

Whereas, the City of Granite City is a home rule unit per article VII section 6 of the Illinois State Constitution of 1970; and

Whereas, the City Council of the City of Granite City finds that the rental and lease of residential housing is a common business and activity within the City of Granite City, which should be licensed and regulated to help reduce the risk of neighborhood property devaluation, to reduce the risk of crime, and to promote the public safety and welfare; and

Whereas, the intent of this Ordinance is to discourage the use of residential rental properties as an unsupervised haven for criminal activity and drug-related offenses; and

Whereas, it is not the intent of this Ordinance to in any way penalize or discourage victims of domestic violence or dating violence, from contacting law enforcement authorities.

Now, therefore, be it ordained by the City Council of the City of Granite City, Illinois, as follows. Chapter 5.142, specifically sections 5.142.010, 5.142.020, 5.142.030, 5.142.040, and 5.142.050 of the Granite City Municipal Code, are hereby amended to read as follows.

1. . 5.142.010 APPLICABILITY. This Ordinance shall apply to lessors of residential property, defined for purposes of this chapter as:

A. All landlords and lessors of residential properties, where those residential properties are located within the corporate limits of the City of Granite City, Illinois, as its corporate limits are now or hereafter altered, without regard to the zoning classification of the property. ("Lessor" and "landlord" may be used interchangeably), and;

B. Sellers of contract for deed property, provided:

1. The contract for deed consists of a real estate installment contract for residential real estate entered into on or after April 30, 2010, under which the purchase price is to be paid in installments over a period of less than 5 years or the amount unpaid under the terms of the contract at the time of the filing of any eviction proceeding referenced in this chapter, including principal and due and unpaid interest, is less than 80% of the original purchase price of the real estate as stated in the contract.

2. Sellers of contract for deed property described in this subsection shall be included in the definition of "lessors", for purposes of this chapter.

5.142.020 LICENSE REQUIRED. All lessors of residential properties located within Granite City shall first qualify for and possess a current and valid business license for each rental unit, renewable no less often than annually. The license shall be location specific, to the individual residential rental unit or units, and shall not be transferable. The license fee charged shall not be prorated in the event the license issues less than 12 months before renewal is due. Business licenses for lessors of residential rental units shall expire on the December 31 next following the issuance or renewal of the license. No license for a lessor of residential real estate shall issue to a property owned in whole or in part by a land trust, unless the lessor maintains a full-time, staffed office or apartment manager as lessor's agent, within the corporate limits of Granite City. One business license document issued or renewed by the City Clerk may reference more than one residential rental unit within the same building or structure, but each individual rental unit shall be regarded as requiring and receiving its own, individual business license, specific to that individual rental unit.

5.142.030 ISSUANCE OF LICENSE. No residential rental unit shall qualify for a new business license unless the applicant lessor first documents to Office of the City Inspector:

- A. The Lessor has attended and successfully completed a seminar, conducted or authorized by the Granite City Police Chief for lessors of residential rental units, no more than 3 months after to the issuance or renewal of the business license, and
- B. The successful completion of any and all inspections required by law or Ordinance, of each residential rental unit that is the subject of the applied for license, by the Office of the City Inspector, for compliance with all applicable City Ordinances, and Building and Safety Codes adopted by City Ordinance, and
- C. Completion by the lessor of a form of application for license issuance, to be made available to lessors of residential rental units by the Office of the City Clerk, in a form substantially similar to the attached exhibit A, and
- D. Satisfaction and payment of all liquidated judgments and liens in favor of the City of Granite City, against the applicant lessor, and against and any owner of greater than a one fourth interest in the residential real estate parcel in which the residential rental unit is located, whether the interest is held directly or indirectly by the judgment debtor, and
- E. The lessor must file with the office of the City Clerk and the City Inspector, a name and address of a resident of Illinois authorized to accept service of process and of notices concerning business license hearings.

5.142.040 RENEWAL OF LICENSE. No residential rental unit shall qualify for a renewed business license unless the applicant lessor first documents to Office of the City Inspector:

A The successful completion of any and all inspections required by law or Ordinance, of each residential rental unit that is the subject of the applied for license, by the Office of the City Inspector, for compliance with all applicable City Ordinances, and Building and Safety Codes adopted by City Ordinance, and

B. Completion by the lessor of a form of application for license renewal, to be made available to lessors of residential rental units by the Office of the City Clerk, in a form substantially similar to the attached exhibit A, and

C. The lessor must file with the office of the City Clerk and the City Inspector, a name and address of a resident of Illinois authorized to accept service of process and of notices concerning business license hearings.

D. It shall be considered grounds for revocation of a renewed license, after notice and hearing, for a lessor to fail to satisfy and pay all liquidated judgments and liens in favor of the City and against the licensed lessor.

5.142.050 LICENSE SUSPENSION AND REVOCATION. The Office of the Mayor may conduct hearings per Granite City Municipal Code section 5.02.190 et seq., to suspend or revoke the business license of a lessor of residential rental property, in accordance with City Ordinance, where after notice and hearing the Mayor finds applicable any of the following subsections:

A. The lessor of the residential rental unit allowed or permitted the commission of any act or omission constituting a felony under Illinois law, on the leased premises or on common areas related to the leased premises,

B. The commission of four or more violations of City Ordinances within any six month period, within the residential rental unit, or on common areas related to the rental unit, or

C. The failure of the licensed lessor to take prompt, diligent, and lawful steps to remove the lessees from possession of the rental unit,

1. following notice of the commission of a felony in the rental unit where allowed of permitted by lessee, or

2. following notice of four ordinance violations in the residential rental unit, or in common areas related to the rental unit, where allowed or permitted by lessee, or

3. Following notice of other violation of the Crime Free Housing Lease Addendum, exhibit B, as now or as hereafter amended, where violation of that Lease Addendum expressly constitutes good cause for termination of the lease.

D. Failure to comply with any requirement of sec. 5.142.030 or sec. 5.142.040 of this Granite City Municipal Code, including but not limited to failure to pay liquidated judgments and liens owed the City.

E. Failure to comply with section 5.14.060 of this Granite City Municipal Code.

F. Any act of lessee, or guest of a lessee, constituting abuse or harassment of a family or household member under the Illinois Domestic Violence Act (750 ILCS 60/101 et seq.) as now or as here after amended, shall not, by itself, constitute, solely for purposes of this section, a violation of any lease or lease addendum, or cause to suspend or revoke a business license of a lessor of residential real property. However, any simultaneous or concurrent behavior constituting an ordinance violation, felony, or misdemeanor, occurring simultaneously or concurrent with the violation of the Illinois Domestic Violence Act, may be considered by the Mayor in any hearing to suspend or revoke the business license of a lessor of residential real property, under this section.

G. Failure to timely pay any fine imposed after hearing under this section.

H. In the event the Office of the Mayor conducts hearing per section 5.02.190 et seq., to suspend or revoke the business license of a lessor of residential property, upon a finding of violation under this section, the Mayor shall be authorized to order as to the lessor, any or all of the following:

1. Retraining and successful completion of a seminar conducted or authorized by the Granite City Police Department, for lessors of residential rental units, within a time frame to be determined by the Mayor;
2. Suspension of the lessor's business/landlord's license, for a time not to exceed 30 days;
3. Revocation of the lessor's business/landlord's license;
4. Imposition and timely payment of a fine in accordance with other City Ordinance, including but not limited to Ordinance 8158.

5.142.060 LEASE AGREEMENT-ADDENDUM. Every agreement for lease of residential real estate located within the corporate limits of the City of Granite City, executed or renewed after the effective date of this ordinance, whether oral or written, shall be deemed to include all terms listed on the lease addendum, attached as Exhibit B.

5.142.070 SEVERABILITY. In the event any Court of competent jurisdiction should declare any provision of this ordinance unenforceable, all remaining provisions of this ordinance shall be deemed severable, and shall remain in full force and effect.

5.142.080 PREDEPRIVATION HEARING OPPORTUNITY. Before the Mayor conducts hearings per Granite City Municipal Code section 5.02.190 et seq., to suspend or revoke the business license of a lessor of residential rental

property, for cause identified in this chapter, the following procedures shall be followed. Simultaneously with the service of any request made upon a landlord for implementation of eviction or other proceedings to terminate a residential lease, the following procedure shall be followed.

A. Notice shall be served by U.S. mail upon the landlord and the tenant, containing at a minimum, a copy of this chapter, the address of the Building and Zoning Administrator, and facts alleging the grounds for revocation or suspension of the lessor's or landlord' license. In the event the tenant and the landlord, or one of them, fails to file a written grievance under this section with the Building and Zoning Administrator, within 15 days of the date stated on the notice served, the grievance procedure shall be deemed waived. In the discretion of the hearing officer described below, the written grievance may be accepted late. In the event of waiver of the grievance procedure as stated in this subparagraph, the landlord must demonstrate to the Mayor compliance with this chapter in a business license hearing; or the Mayor may fine, suspend, or revoke the landlord's business license as lessor of residential property, pursuant to this chapter, as stated above.

B. In the event of the timely filing of a written grievance by the landlord or the tenant under this section, the grievant shall receive a hearing before a hearing officer before any steps are taken toward revocation of the landlord's business license, and before further steps taken by the City to request eviction. The hearing officer conducting the hearing on the grievance of the landlord or tenant described in this chapter, shall be the municipal judge serving before the Municipal Court, to administer and interpret Granite City Municipal Code section 1.24.010 et seq. The Mayor may select and the Granite City City Council may approve a different individual to serve as hearing officer for the grievance proceedings under this chapter.

C. The grievant may be the landlord, or the tenant. "Tenant" shall mean the adult person (or persons) (other than a live-in aide):

1. Who resides in the unit, and who entered into the lease as lessee of the dwelling unit, or, if no such person now resides in the unit. 2. Who resides in the unit, and who is the remaining head of household of the tenant family residing in the dwelling unit.

D. Failure to request a hearing. Failure to request a hearing shall not constitute a waiver by the tenant of his right thereafter to contest an eviction disposing of the eviction complaint in an appropriate judicial proceeding.



E. *Scheduling of hearings.* Upon grievant compliance with this section, a hearing shall be scheduled by the hearing officer promptly. A written notification specifying the time, place and the procedures governing the hearing shall be mailed to the grievant at the address provided by the grievant

F. *Expedited grievance procedure.* (1) The City Council may establish an expedited grievance procedure for any grievance concerning a termination of tenancy or eviction that involves:

1. Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the residential premises by other residents, or
2. Any drug-related criminal activity on or near such premises.

G. The grievant shall be afforded a fair hearing before the hearing officer, which shall include:

1. The opportunity to examine before the grievance hearing documents, including records and regulations that are directly relevant to the hearing. The tenant or landlord shall be allowed to copy any such document at their own expense. If the Building and Zoning Administrator or Police Department does not make the document available for examination upon request by the grievant, the Building and Zoning Administrator or Police Department may not rely on such document at the grievance hearing.
2. The right to be represented by counsel or other person chosen as the landlord's or tenant's representative and to have such person makes statements on the tenant's behalf;
3. The right to present evidence and arguments in support of the landlord's or tenant's grievance, to controvert evidence relied on by the Police or Building and Zoning Administrator, and to confront and cross-examine all witnesses upon whose testimony or information the Police or Building and Zoning Administrator relies; and
4. A decision based solely and exclusively upon the facts presented at the hearing, based upon the preponderance of the evidence presented.

H. The hearing officer may render a decision without proceeding with the hearing if the hearing officer determines that the issue has been previously decided in another proceeding.

I. If the grievant fails to appear at a scheduled hearing, the hearing officer may make a determination to postpone the hearing for a time not to exceed five business days or may make a determination that the party has waived his right to a hearing. Both the landlord and tenant shall be notified of the determination by the hearing officer: *Provided* that a determination that the grievant has waived his right to a hearing shall not constitute a waiver of any right the grievant may have to contest the disposition of the grievance in an appropriate judicial proceeding.

J. At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter the Police or Building and Zoning Administrator must sustain the burden of justifying the action or failure to act against which the grievant is directed.

K. The hearing shall be conducted informally by the hearing officer and pertinent oral or documentary evidence may be received without strict compliance with the rules of evidence applicable to judicial proceedings. The hearing officer may rely on any evidence that prudent people would rely upon in the conduct of serious affairs. Failure to comply with the directions of the hearing officer to maintain decorum and order may result in exclusion from the proceedings or in a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, in the hearing officer's discretion.

L. The hearing officer shall prepare a written decision, together with the reasons therefore, within a reasonable time after the hearing. A copy of the decision shall be mailed to the landlord grievant, and the tenant. A decision by the hearing officer which denies the relief requested by the grievant in whole or in part shall not constitute a waiver of, nor affect in any manner whatever, any rights the grievant may have to a trial on the original merits or judicial review in any judicial proceedings, which may thereafter be brought in the matter.

M. The hearing officer's decision shall be limited to the question whether the landlord must begin eviction proceedings against the tenant. The hearing officer's decision may be appealed within 10 days to the Mayor, whose decision shall govern. In the event of appeal of a hearing officer's decision, the Mayor shall conduct the appeal hearing under the same procedures described herein for the hearing officer.

2. This amended Ordinance takes effect on April 30, 2010. No felonies or Ordinance violations occurring before December 20, 2006, shall constitute grounds for revocation of a landlord's business license under this section.

Passed this 16<sup>th</sup> day of March, 2010.

APPROVED: Ed Hagnauer  
Mayor Edward Hagnauer

ATTEST: Judy Whitaker  
City Clerk Judy Whitaker

## LEASE ADDENDUM FOR CRIME FREE HOUSING

In consideration of the execution of a lease of the dwelling unit identified in the lease, Lessee and Lessor agree as follows:

1. Lessee, any member of the lessee's household, or a guest or other person under the lessee's control shall not engage in criminal activity, including drug-related criminal activity, on or near the property premise. "Drug-related criminal activity" means the illegal manufacture, sale distribution, use, or possession with intent to manufacture, sell, distribute, or use a controlled substance (as defined in section 1 02 Of the Controlled Substance Act (21 U.S.C 812).
2. Lessee or members of the lessee's household or a guest or other person under the lessee's control shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or guest.
3. Lessee or members of the household will not permit the dwelling unit to be used for, or to facilitate, criminal activity, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest.
4. Lessee or member of the household will not engage in the manufacture, sale, possession or distribution of illegal drugs at any location whether on or near property, premises or otherwise.
5. Lessee, any member of the lessee's household, or guest or other person under the lessee's control, shall not engage in acts of violence or threats of violence, including but not limited to, the unlawful discharge of firearms, on or near property premises.
6. VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR TERMINATION OF TENANCY. A single violation of the provisions of the addendum shall be deemed a serious violation and material noncompliance with the lease. It is understood and agreed that a single violation shall be good cause for termination of lease, unless otherwise provided by law. Proof of violation shall not require criminal conviction, but shall be by a preponderance of the evidence.
7. In case of conflict between the provisions of this addendum and any other provision of the lease, the provisions of this addendum shall govern.
8. This lease addendum is incorporated into the lease between Owner's agent and lessee.

\_\_\_\_\_  
Location of Property

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent

\_\_\_\_\_  
Lessee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agent

***City of Granite City***  
*Office of the City Clerk*  
*2000 Edison Ave*  
*618-452-6200*

**Application for Business License**

Print or Type Only

**Type of Business** \_\_\_\_\_ **State Tax I.D. #** \_\_\_\_\_

**Business Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_

Is there a different address for mailing? \_\_\_\_\_

\_\_\_\_\_

**Business Owner Information:**

Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

**Manager (Local Contact) Information:**

Name \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

**Property Owner Information:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

**Type of Business (Description)**

Will this be located in a residential or commercial area? \_\_\_\_\_

Will this be a home occupation? \_\_\_\_\_

Is this business incorporated? \_\_\_\_\_

Will your Business have any type of vending or amusement machines? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe the machines: \_\_\_\_\_

Will your Business have any type of live entertainment? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe: \_\_\_\_\_

Will your Business sell alcoholic beverages for consumption or packaged liquor in the building? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you ever been refused a Business License in this city or any other? \_\_\_\_\_ When \_\_\_\_\_

What city? \_\_\_\_\_ Reason for refusal \_\_\_\_\_

**Applicant:** (Please attach a readable copy of Driver's License, information to be used by Police Department only)

All indebtedness to the City must be paid in full before any Business License will be issued.

**Affidavit  
City of Granite City**

I \_\_\_\_\_, d/b/a \_\_\_\_\_, have completed and submitted an application for a Business License in the City of Granite City, Illinois, with the knowledge that this does not indicate that I have been licensed to operate a business. The business will not be issued licensed until all inspections have been completed and approved.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Rental Property Information:**

List property addresses or unit # of each rental property: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**For Official Use only:**

License Fee: \_\_\_\_\_

License Type: \_\_\_\_\_

License valid from \_\_\_\_\_ to \_\_\_\_\_

Initial Application \_\_\_\_\_

Renewal Application \_\_\_\_\_

Building/Zoning _____	Pass _____	Fail _____	_____
Electrical _____	Pass _____	Fail _____	_____
City Inspector _____	Pass _____	Fail _____	_____
Police _____	Pass _____	Fail _____	_____
Fire _____	Pass _____	Fail _____	_____

If failed, state reason: \_\_\_\_\_  
\_\_\_\_\_